

# Minute Taking Skills Online

Minute Taking Skills has been created to bring your minute taking and note taking skills into the 21st Century, to ensure you're up to date with the latest technology and best practice guidelines.

## course outline

### IS THIS FOR YOU?

It's intended for anyone in a supportive role who has a responsibility for documenting meetings and recording actions required. The practical elements you cover are great whether you're in a job and need to top up your skills, or whether you're looking to prove in interviews that you're ahead of the game.

### ABOUT THE COURSE

Minute Taking Skills Online has been created to bring your minute taking and note taking skills into the 21st Century, to ensure you're up to date with the latest technology and best practice guidelines.

The office environment is changing. Minute taking is changing. It's important to update your skills, to ensure you are keeping up with new ways of working. Whilst the basics of minute taking remains the same, these days the wider scope of how meetings are run means that these skills need to be adapted to fit different ways of working.

Minute Taking Skills Online walks you through best practices methods of minute taking and note taking and introduces some new ways of working that you might not yet have experienced.

### With Minute Taking Skills Online you'll cover:

- **The Roles in a Meeting:** You'll identify the steps of a meeting cycle, clarify the roles of the Chair and the Minute Taker to ensure that you're really clear on the responsibilities that come with your role.
- **Minute Taker Behaviour:** This module highlights poor minute taking procedures and bad practice so you can see how not to do it, as well as identifying the best practice approach so you can integrate these into your ways of working.
- **Agenda and Writing Minutes:** This covers creating an Objectives Agenda and identifying a variety of styles for writing minutes, so you have a suite of options to choose from that can be used as and when you have different requirements.
- **Note Taking and Practice:** Practical exercises help you to develop an effective note taking style, and get used to note taking from modern ways of working, such as taking minutes from videos of meetings.
- **Mind Mapping Practice:** You'll learn how to develop a method of note taking using a mind map and visual aids, to give you options of different ways of recording information and thoughts
- **Creating a Meeting Brief:** A very practical course, we ensure that you are always focused on getting strong outputs from what you learn. We cover creating a Meeting Brief and producing an Action Checklist to ensure you have clear structure to you minute making.



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## AIMS AND OBJECTIVES

Broken down into 6 modules this online interactive minutes course is a fun, quick way of topping up your skills. Using video and practical exercises the format of this course makes it quick to work through, and easy for you to adapt to include new working practices.

At the end of this training course you'll feel confident in your minute taking ability and be able to quickly utilise your new skills directly in the workplace.

## PRE-REQUISITES

There are no pre-requisites required for this course.

## CAREER PATH

Minute taking skills are essential for anyone working in an administration position who is required to attend meetings. Great for anyone aspiring to become a Personal Assistant (PA), Executive Assistant (EA).

## COURSE DURATION: 4 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application)*



## CPD POINTS: 4

*(Awarded CPD points upon successful completion)*

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